



## 14<sup>th</sup> Street Playhouse NON-PROFIT RATES AND POLICIES



Thank you for your interest in the 14<sup>th</sup> Street Playhouse. Below you will find a list of non-profit fees for each stage. A 501(c)(3) is required at time of application for all non-profit rentals. Pictures and dimensions for each stage can be found at [www.14thstplayhouse.org](http://www.14thstplayhouse.org)

### Rental Fees:

Main Stage	389 seats	\$1,200 per day	\$6,800 per week
Stage 2	185 seats	\$600 per day	\$3,400 per week
Stage 3	75 seats	\$275 per day	\$1,500 per week

### Labor Fees:

Technicians	\$25/hour with a 4 hour minimum
House Manager	\$18/hour with a 4 hour minimum

### Additional Labor Information:

One audio and one lighting technician are needed for each stage and at least one tech must be on-site whenever the client is in-house.

Labor rates apply to the first 8 hours per day; over 8 hours are billed at time and a half.

Hours running after midnight on any work day are billed at time and a half.

Break policy: If a scheduled break is less than one hour, employees will remain clocked-in. Employees are required to clock-out for breaks running longer than one hour.

### Additional contract fees:

Incidentals \$25 per performance day (does not apply to load in or tech days)

House Reset	\$400 Main Stage
	\$250 Stage 2
	\$100 Stage 3

Box Office Tickets are required to be sold through the Woodruff Arts Center's Box Office. Fees vary per production. See below for more information.

Event Insurance We require a Certificate of Insurance listing the Woodruff Arts Center as an additional insured. This must be received no later than 5 business days prior to your load-in. If your production company does not already have event insurance, information on a program offered through the Woodruff can be sent upon request.

### Contracting a Stage:

1. If you would like to put dates on hold for a production, please fill out an application and fax it back to 404.733.5356.
2. Using the information you provide for your event, a technical estimate will be put together along with the contract.
3. At the time of signing the contract, 50% of the contracted amount will be due in the form of a non-refundable deposit.
4. Held dates are not confirmed until the signed contract and deposit are received.
5. Once the contract is signed and the deposit is made, tickets will go on sale through our box office.
6. The remaining 50% of the contract amount is due 30 days prior to your load-in date.



## BOX OFFICE AND TICKETING SETUP INFORMATION



In order to have your even at the 14<sup>th</sup> Street Playhouse, you must sell your tickets through The Woodruff Arts Center Box Office. We will sell your tickets online, over the phone and in person, 7 days a week.

Minimum ticketing set-up fees by venue (fee is per performance):

14 <sup>th</sup> Street Playhouse Main Stage	\$150.00
14 <sup>th</sup> Street Playhouse Stage 2	\$75.00
14 <sup>th</sup> Street Playhouse Stage 3	\$35.00

Fees include staffing the box office on performance days and ticketing supplies.

No tickets may be sold by the promoter without approval from the Woodruff Arts Center Box Office. If approved, consignment tickets may be arranged to be printed and given in advance for the promoter to sell. There will be a \$0.50 per ticket printing fee and consignment tickets can be no more that 25% of the capacity of the house. Promoter is responsible for paying Georgia Sales Tax (8%) for all consignment tickets sold.

### **Sales Tax:**

Sales tax is required to be paid on ticket sales by Georgia law. The promoter has two options of handling the 8% sales tax:

1. Include the sales tax in your ticket price and the tax would be deducted off the back end from your gross ticket revenue.
2. Sales tax can be added on to the ticket price at the time of purchase and be paid by the ticket purchaser.

### **Service Fees:**

Service fees will apply to all modes of sale, including walk-up orders. Service fees will be collected from the ticket buyer and are not paid for by the promoter

For ticket prices more that \$25.00, the service fee is \$4.00 per ticket.  
For ticket prices less than \$25.00, the service fee is \$2.50 per ticket.

Promoter is responsible for paying the credit card commission fees which average 3% of ticket prices. This will be deducted from the gross ticket revenue.